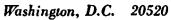
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United States Department of State



June 18, 1984

## MEMORANDUM TO ALL BUREAUS

IG/SIG Memoranda Addressees SUBJECT:

**Executive Registry** 

In preparing Hill-IG and Hill-SIG memoranda to other agencies, drafting officers should select addressees from the list below. the attached format guidance, please note that OVP is given the courtesy of top position, followed by NSC.

> OVP - Mr. Donald P. Gregg NSC - Mr. Robert Kimmitt ACDA - Mr. William Staples Agriculture - Mr. Raymond Lett - Mr. Malcolm Butler AID CEA – Mr. William Niskanen CIA - Mrs. Helen Robbins Commerce Customs - Mr. William von Raab - COL R. J. Affourtit Defense Energy - Mr. William Vitale - Mr. Fitzhugh Green EPA EXIM Bank - Mr. William H. Draper, III FBI - Mr. Edward O'Malley FCC - Mr. Kalmann Schaefer Federal Reserve - Mr. Charles Siegman - Mr. Ray Kline HHS - Miss Mary Frances Lowe Interior - Mr. Stephen Gleason JCS - CDR Timothy Hartung - Mr. Ronald Blunt Justice Labor - Mr. Robert Searby NASA - Mr. Kenneth Pedersen NRC - Mr. Samuel Chilk NSA NSF - Dr. Francis Johnson OMB - Mr. Alton Keel OPD - Mr. John Svahn - Dr. George Keyworth Transportation - Mr. Logan H. Sallada - Mr. Christopher Hicks Treasury UNA - Amb. Harvey Feldman - Ms. Teresa Collins USIA USTR - Mr. Dennis Whitfield

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The above list will be revised as the addressees change.

Edward | W. Gnehm, Jr. Director

Secretariat Staff

Attachment: Sample Format

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## United States Department of State

Washington, D.C. 20520

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## CLASSIFICATION

Interagency Group No.

TO

OVP NSC

- Mr. Donald P. Gregg

- Mr. Robert Kimmitt

CIA

Commerce - Mrs. Helen Robbins

Defense - COL R. J. Affourtit

JCS

- CDR Timothy Hartung

USTR

- Mr. Dennis Whitfield

SUBJECT: Format for IG/SIG Memoranda

> Charles Hill **Executive Secretary**

## Attachments:

- 1. XXXXXXXXX
- XXXXXXXXX

CLASSIFICATION Downgrader

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